



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: April 5, 2007

CLASSIFICATION: **ASSOCIATE INFORMATION SYSTEM ANALYST**
1 Position-Permanent/Full-Time

FINAL FILING DATE: **April 26, 2007 or Until Filled**

SALARY: \$4467-\$5703 per month

POSITION LOCATION: **Information Technology Unit, 1515 K Street, Sacramento**

DUTIES AND RESPONSIBILITIES – Under the general direction of the Data Processing Manager III, the incumbent performs analytical activities in support of IT projects and works closely with management and staff to ensure the Department's long-term information goals are met. Serves as the Department specialist responsible for procuring software licenses and software and hardware maintenance support. Maintains procurement, support, license and inventory records and generates related reports. Arranges for repairs of IT hardware; makes recommendations for hardware/software procurement/replacement; provides onsite software inventory and software maintenance contract inventory; serves as liaison with software/hardware maintenance vendors. Serves as a technical consultant and a troubleshooting specialist for applications, software and hardware. Provides ongoing support for the Department's help desk and installs hardware and software applications on end-user's PCs and laptop computers. Performs thorough and well-documented systems testing in support of information processing or network systems. Assists the Network Security Manager in analyzing, developing, testing and implementing security measures. Monitors network/internet access and provides user access reports to management. Provides ad hoc technical training in PC hardware, software and telecommunications to users. Develops technical procedures for operating and monitoring in-house systems. Serves as a member of the Operational Recovery Team and assists in EDP audits. Incumbent is required to carry a pager and respond to pager notices of Department IT emergencies.

DESIRABLE QUALIFICATIONS

- Experience with networked personal computers and servers, Microsoft Office 2000, Windows 2000 & XP, Novell Network & Win 2000 Active Directory Networks
- Knowledge of State EDP policies and procedures; TCPIP/Internet/Intranet/Extranet theory and operation
- Ability to communicate well both orally and in writing, adjust to shifting priorities and meet stated deadlines
- Experience with helping end users; service oriented with good interpersonal skills

WHO MAY APPLY – Employees currently at the Associate Information Systems Analyst level, those within transfer range or who have list eligibility and are reachable (in the top three ranks), are encouraged to apply. For further information regarding this position, please contact Carolyn Nelson at (916) 322-8703 or CALNET 8-492-8703. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Mabel Miramon (**#06-OMB-ITO-0010**)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-2953 or CALNET 8-485-2953

RPA #06-OMB-ITO-0010jr

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

